



### SOCIAL MEDIA POLICY

At **TMS Cardiff Gas Ltd.** we recognise that the use of social media increases opportunities for communication however it can also pose a threat to Company reputation. When posting something on social media, it moves from the private to the public domain.

This Policy is designed to outline the necessary principles that users of Social Media should observe, the conditions in which internet activity will be monitored and the actions to be taken upon violation of the established Policy. Social media refers to websites and applications that enable users to create and share content or to participate in social networking (e.g. Facebook, Twitter, YouTube, Snapchat, Instagram etc.).


This Policy applies to all **TMS Cardiff Gas Ltd.** employees regardless of accessing social media through Company equipment / networks, and whether or not they are using it during working hours.

Prohibited actions include :

- Sharing photographs or videos of Company assets, including ships, facilities or people.
- Posting comments related to the Company, its Employees, its Fleet and its Contractors, which might be considered threatening, harassing or embarrassing to others.
- Posting photographs of Office or Shipboard Employees and Third Parties, without their permission.
- Using other Companies and Organisations copyrights, trademarks, or intellectual property.
- Using the Company Logo (in any form) on personal social media platform.
- Using Social Media or any other similar form of communication to insult the Company Employees, Customers, Contractors, Suppliers.
- Disclosing confidential, proprietary or sensitive information about the Company, its Employees, Customers, Contractors, or Suppliers.
- Commenting on Social Media on legal matters, financial performance, strategy, or rumours related to the Company.

In case of defamatory commentary, about the Company on social media forums, inform the DPA for appropriate response.

Violating the Social Media policy may result in disciplinary action, including termination of employment.



GEORGE KOURELIS  
COO